

~~SECRET~~
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER 	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) SUDMEIER, ELIZABETH			2. DATE OF BIRTH 12 May 1912	3. SEX F	4. GRADE GS-12
6. OFFICIAL POSITION TITLE Ops. Officer			7. OFF/DIV/BR. OF ASSIGNMENT DDP/NE/		
9. CHECK (X) TYPE OF APPOINTMENT ☒ CAREER ☐ RESERVE ☐ TEMPORARY			10. CHECK (X) TYPE OF REPORT ☐ INITIAL ☒ ANNUAL		
CAREER-PROVISIONAL (See instructions - Section C)			REASSIGNMENT SUPERVISOR		
SPECIAL (Specify):			REASSIGNMENT EMPLOYEE		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- to-) 28 September 64 through 31 December 1964		
SECTION B PERFORMANCE EVALUATION					
W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence. P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner. S - Strong Performance is characterized by exceptional proficiency. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 Reviewing, researching and putting into finished form all Intelligence originated at Station					RATING LETTER S
SPECIFIC DUTY NO. 2 Conducting intelligence reporting procedures with all					RATING LETTER S
SPECIFIC DUTY NO. 3 Preparing Intelligence briefs and requirements					RATING LETTER O
SPECIFIC DUTY NO. 4 Supporting agent operations					RATING LETTER S
SPECIFIC DUTY NO. 5 Correlating Intelligence with information in overt media					RATING LETTER S
SPECIFIC DUTY NO. 6					RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of particular line of duty, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and based on your knowledge of employee's overall performance during the rating period, place the letter corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS.

~~SECRET~~

GROUP 1
Excluded from automatic
downgrading and
declassification

(b)(3)
(b)(6)

(b)(3)
(b)(6)

(b)(3)

(b)(3)

(b)(1)

(b)(3)

(b)(3)

(b)(3)

(b)(3)
(b)(3)

(b)(3)

(b)(3)

(b)(3)

SECTION C		NARRATIVE COMMENTS	
Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.			
This officer is one of the most professionally capable persons it has been my privilege to be associated with. Her excellent memory and superior intelligence plus wide and varied experience has given her a remarkable understanding of our organization and its workings. Exercise of sound judgement and an ability to handle detail plus recognized operational experience gives this officer an unusually acute understanding of intelligence and sound approaches to collecting it. This officer is dedicated and hard working to an extreme degree. She cheerfully forgoes personal interests to do her job, which is a taxing one. She retains excellent relations with less experienced operators than she is herself, while guiding them in collection activities. Her work is exact and detailed. She brings originality and perspective to her writing. She has acquired a remarkably good grasp of the [redacted] in general and of our specific targets during the six months she has been here. This officer performs duties and contributes to the Station's operations at the level of at least one grade higher than her present one. We are not aware of any shortcomings and rate this a superior officer. To the best of my knowledge Subject is cost conscious. Subject does not have supervisory responsibility in present assignment. [redacted] /s/ [redacted] C/NE/ [redacted]			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
29 December 1964	/s/ Elizabeth Sudmeier		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	[redacted]	NATURE
29 December 1964	Ops. Officer		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL I concur in ratings and narrative.			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	[redacted]	NATURE
29 December 1964	Chief of Station		

SECRET

(b)(1)
(b)(3)

(b)(3)
(b)(6)

(b)(3)

(b)(3)
(b)(6)

(b)(3)
(b)(6)